Report for Week Ending 5 December 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 6-13 - Dispatch Format and Procedure

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Mr. ████ and I met with representatives of the Letterex Corporation and discussed the possibility of using Letterex manifold sets in the dispatch assembly. Recently developed manufacturing techniques have made possible the assembling into sets of printed forms and one-time carbon, using Letterex-type construction. Previously only blank paper could be assembled into Letterex sets.

Projects 6-22 and 6-35; DD/I Reports Survey, Survey of Procurement Division Contract Files

No change

Project 6-60 - Installation of File System, GR Division

Installation of the subject-numeric system was started in the office of the Chief, Film Branch. Five drawers of material are involved in the project. About 50% of this volume is composed of noncurrent records. These have been segregated for the Branch Chief's determination on their disposition. Project is 40% complete.

General Information

a. Completed the evaluation of Suggestion No. 1951, Editing of the Correspondence Handbook.   25X1A9a

b. Met with Mr. ████████████ of the Office of Training to develop plans for a study of the readability of memoranda produced in the DD/I area. We tentatively agreed to use chrono files at Assistant   25X1A9a
Director, division, and branch levels, rather then request offices to prepare extra copies for this study. ████████ has furnished us a list of those offices having chrono files. This is an excellent example of the relationship between the disposition and the correspondence management programs.

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